

Participant Enrollment

Providers should reference the diagnostic codes listed in the provider handbook to determine qualifying criteria.

Qualifying Health Home criteria

- serious and persistent mental illness or serious and emotional disturbance
- Diabetes and Asthma
- Diabetes and a risk factor
- Asthma and a risk factor

Risk factors include obesity, tobacco use, hypertension, CAD, dyslipidemia, and diseases of the respiratory system

Initial Mass Enrollment Process

Providers will use the following steps when initially enrolling participants into Health Homes.

1) Health Home providers are required to generate a list, from their Healthy Connection's patient population, of qualified Health Home participants within their clinic.

a. The list will be provided to Medicaid on an excel spreadsheet with the following fields: primary care provider, patient's first and last name, Medicaid ID #, date of birth, primary diagnosis, and comorbidity.

b. Medicaid recommends that providers validate their qualified Health Home participant list with their most recent Healthy Connections roster.

i. Crosschecking with the roster will prevent providers from submitting participants that may no longer be assigned to them, and will expedite the enrollment process for Medicaid.

c. The spreadsheet will be sent as an attachment to medicaidhealthhome@dhw.idaho.gov.

i. The email should be sent securely, as participant information will be on the spreadsheet.

2) Medicaid will verify list of qualified Health Home participants through claims data.

- a. Upon receiving the list from the provider, all validated participants will be enrolled into Health Homes.

Ongoing Enrollment Process

After completing the initial Idaho Medicaid Health Home Program mass enrollment process, Health Home providers should continue to enroll qualified Healthy Connections participants into the program through the continuous enrollment process. Participant enrollment criteria can be found at www.idmedicaid.com in the [General Provider and Participant Information section](#) of the Idaho Medicaid Provider Handbook in section 2.6.10.2.

Enrollment

Individual Participant Enrollment

Health Home providers can use the Participant Enrollment Form located at www.idahohealthhome.dhw.idaho.gov to enroll a single participant.

Multiple Participant Enrollments

Health Home providers can use an Excel spreadsheet to enroll multiple participants. The Excel spreadsheet must include each participant's primary care provider, service location (if applicable), first and last names, Medicaid identification number, date of birth, primary diagnosis, and co-morbidity (if applicable). The completed list should be attached as an email and sent to the Health Home Program Team at medicaidhealthhome@dhw.idaho.gov